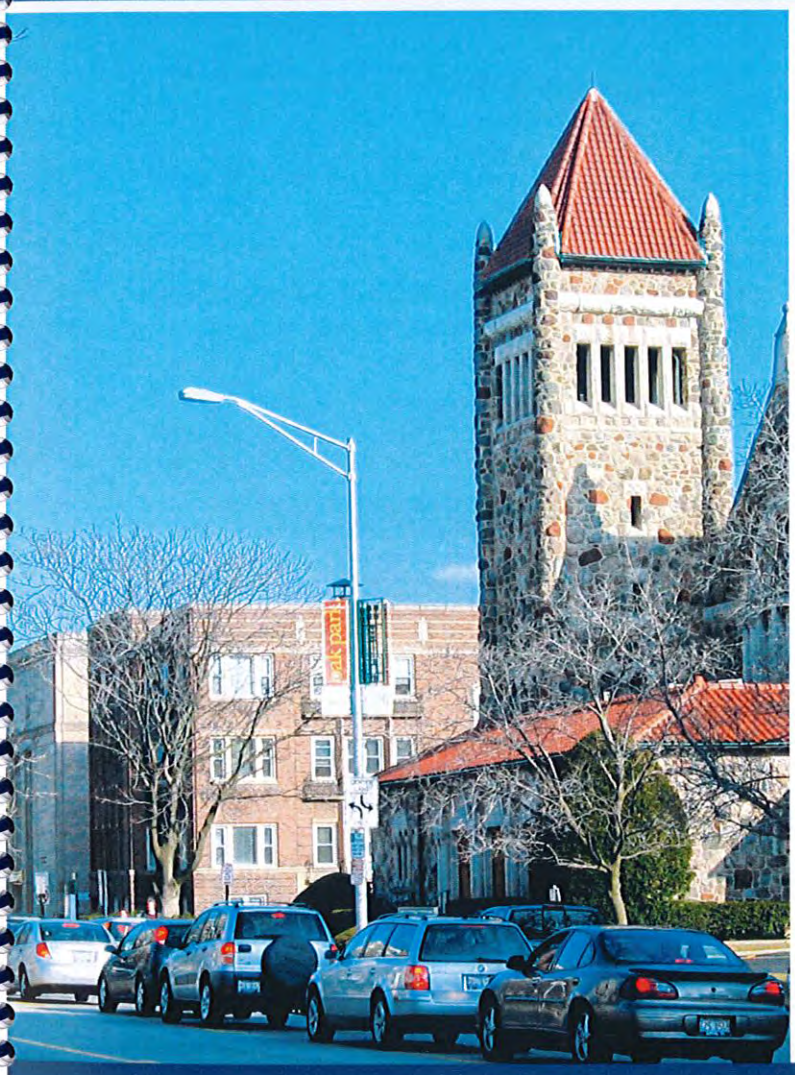
Oak Park

Proposal

RFP#17-100 Professional Engineering Services for Design and Construction Engineering (Phase II & III) for the Installation of LED Countdown Pedestrian Signals and Traffic Controller Upgrades

March 2, 2017, 4:00 P.M.



Prepared for:
Office of the Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

Submitted by:
Hampton, Lenzini and Renwick, Inc. (HLR)
380 Shepard Drive
Elgin, Illinois 60123
Ph. (847) 697-6700
Fax (847) 697-6753

Questions can be directed to:
Randy Newkirk, PE, CFM
Design Engineering Manager
Ph. (847) 697-6700
rnewkirk@hlreng.com

HLR

Expertise. Responsiveness. Integrity.

Hampton, Lenzini and Renwick, Inc.
Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hlrengineering.com

March 2, 2017

Ms. Jill Juliano
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

RE: #17-100: Professional Engineering Services for Design and Construction Engineering (Phases II & III) for the Installation of LED Countdown Pedestrian Signals and Traffic Controller Upgrades at Various Locations

Dear Ms. Juliano:

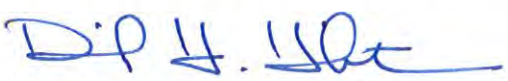
Over the years, the Village of Oak Park has made substantial improvements to its public infrastructure, ensuring a high quality of life for its residents and many businesses. We understand that the Village is now seeking a qualified engineering firm to provide design and construction engineering services for the pedestrian signal project that will improve safety for residents through the Safe Routes to School grant.

HLR has a team of professionals who are ready, eager, and capable to serve your community throughout the entire process. We believe our qualifications and experience will result in successful improvements that the Village and residents will be proud of. We invite you to consider the following which we believe differentiate HLR:

- **Client Care Philosophy:** HLR is dedicated to developing productive and long-lasting client relationships. Our team prides itself on working as an advocate for our clients and strives to provide the highest quality engineering possible. We also care a lot more about getting it done right, and the relationships that we build, than the bottom line. We will take responsibility for our recommendations and will keep your best interests in mind at all times.
- **Familiarity with the Project:** Our staff includes Jeff Meindl, PE, who designed and sealed the plans that were used as an example in this RFP. These plans were used to upgrade the pedestrian signals in the Village of Oak Park through an IDOT program. His familiarity with what needs to be field reviewed, design requirements from IDOT, and how to successfully deliver a project like this will be an asset on these improvements.
- **Stakeholder Communication Experience:** Our team brings years of experience on similar traffic signal improvements along roadways where businesses, residents, and first responders require constant coordination. We realize that community outreach is one of the most important aspects of what we do which ensures all issues are considered during design, and safety is a top priority during construction.
- **Well-Rounded Expertise:** HLR is a full-service firm and can offer all requested services in-house. We also have additional services including survey, land acquisition, environmental, and stormwater services if unexpected improvements are needed. Our team regularly completes design and construction projects for local agencies that involve coordination with the Illinois Department of Transportation (IDOT), Surface Transportation Program (STP), Safe Routes to School (SRTS), and other federally funded grants.

HLR agrees to the Village's terms and conditions provided in the RFP. We also acknowledge that we have received Addendum 1 dated February 28, 2017. We look forward to contributing to the continued success of the Oak Park community. If you have any questions or comments regarding our submittal, please feel free to contact me at 847-697-6700 or dhhinkston@hlreng.com.

Yours truly,
HAMPTON, LENZINI AND RENWICK, INC.

By: 

David H. Hinkston
President/CEO

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel. 847.697.6700
Fax 847.697.6753

6825 Hobson Valley Drive, Suite 302
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3085 Stevenson Drive, Suite 201
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Tel. 217.546.3400
Fax 217.546.8116

323 W. Third Street, P.O. Box 160
Mt. Carmel, Illinois 62863
Tel. 618.262.8651
Fax 618.263.3327

Table of Contents

Since 1977, HLR has been working with communities to design vibrant places for people to live, work, and play. Our team is full of smart, driven people with an impressive range of experience, achievements, and backgrounds.

When it comes to engineering, we look at things differently than other firms because we know that every project is unique, and every client deserves their own solution. If selected for this contract, our team will work with Village staff to understand the needs and goals of the project, ultimately allowing us to figure out the best way to bring it all to life without a cookie-cutter approach.

Below, and in the following pages, we have provided additional details on who we are, what we do, and how we excel:

Firm Structure

HLR is an employee-owned firm based in Elgin, Illinois. David Hinkston, PLS, currently serves as the company's President/CEO. The firm is led by a five-person Board of Directors and five additional officers of the company (all major shareholders). **Because our employees are our owners, we have an added sense of responsibility to ensure that our clients' needs are met and they are satisfied with the results.**

Office Locations

We have four office locations throughout Illinois, making us big enough to handle the largest projects, yet we're small enough to never lose sight of the personal relationships we make.

Headquarters	South Suburban Branch	Central Illinois Office	Southern Illinois Office
380 Shepard Drive Elgin, IL 60123 Tel. (847) 697-6700 Fax (847) 697-6753	6825 Hobson Drive, #302 Woodridge, IL 60517 Tel. (847) 697-6700 Fax (847) 697-6753	3085 Stevenson Drive, #201 Springfield, IL 62703 Tel. (217) 546-3400 Fax (217) 546-8116	323 West 3rd Street Mount Carmel, IL 62863 Tel (618) 262-8651 Fax (618) 263-3327

License and Certifications

HLR meets the appropriate state licensing requirements to practice in the State of Illinois and is also prequalified by the Illinois Department of Transportation (IDOT) in 21 categories, including **Special Studies – Signal Coordination and Timing, Special Studies – Traffic Signals, Special Studies – Traffic Studies, Special Services – Electrical Engineering, and Special Services – Construction Inspection.** Our proposed team is also IDOT-certified in Documentation of Contract Quantities, Erosion and Sediment Control, and ICORS Documentation.

Insurance Requirements

HLR carries Professional Liability Insurance as well as General, Auto, Workmen's Comp & Employee Liability coverage that complies with the requirements listed in the RFP. A sample certificate of insurance has been included at the end of this section.

No Conflicts of Interest

HLR does not have any personal or organizational conflicts of interest with the Village of Oak Park. Additionally, if selected for this contract, the firm will forgo contracting engineering work for any future non-municipal-funded development projects in the Village for the duration of the agreement.

IDOT Pre-Qualification Letter and State of Illinois Professional Design Firm License:

Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 18, 2016

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

David Hinkston
HAMPTON, LENZINI AND RENWICK, INC.
380 Shepard Drive
Elgin, IL 60123

Dear David Hinkston,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2015. Your firm's total annual transportation fee capacity will be $30,400,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 147.00% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Office of Quality Compliance and Review in a pre-award audit.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2016. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Maureen M. Addis
Acting Bureau Chief
Bureau of Design & Environment

SEFC PREQUALIFICATIONS FOR HAMPTON, LENZINI AND RENWICK, INC.

CATEGORY	STATUS
Special Studies - Location Drainage	X
Structures - Highway: Simple	X
Hydraulic Reports - Waterways: Complex	X
Special Services - Surveying	X
Special Studies - Signal Coordination & Timing (SCAT)	X
Location Design Studies - Reconstruction/Major Rehabilitation	X
Structures - Highway: Advanced Typical	X
Special Studies - Safety	X
Hydraulic Reports - Waterways: Typical	X
Special Services - Construction Inspection	X
Special Studies - Feasibility	X
Hydraulic Reports - Pump Stations	X
Special Studies - Traffic Signals	X
Highways - Roads and Streets	X
Location Design Studies - New Construction/Major Reconstruction	X
Special Studies - Traffic Studies	X
Special Services - Electrical Engineering	X
Location Design Studies - Rehabilitation	X
Environmental Reports - Environmental Assessment	X
Highways - Freeways	X
Structures - Highway: Typical	X

X PREQUALIFIED
A NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.
S PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST

State of Illinois
Department of Financial and Professional Regulation
Division of Professional Regulation

LICENSE NO.
184.000959

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

EXPIRES
04/30/2017

PROFESSIONAL DESIGN FIRM
LS/PE/SE
CORPORATION

HAMPTON LENZINI AND RENWICK INC
380 SHEPARD DR
ELGIN, IL 60123

BRYAN A. SCHNEIDER
SECRETARY

JAY STEWART
DIRECTOR

The official status of this license can be verified at www.idfpr.com

9692139

Services Provided In-House

At HLR, we deliver a broad range of services to municipal, county, state, and federal government clients. Our engineering approach begins with a thorough understanding of the client's goals, taking budget and schedule into consideration, and an in-depth analysis of the community's needs and environmental constraints affecting design. This information provides the basis for developing project plans because we realize each client requires a specific, workable, and cost-effective solution.

HLR prides itself on quality. Our work is carefully designed, documented, and quality-reviewed. Our commitment to cross-departmental collaboration provides unified solutions, shortens project cycles, and reduces cost. **Most importantly, you can expect timely contact with our team so you know exactly what's happening, when it happens.** Below we have highlighted the services HLR provides in-house.

Preliminary Engineering	Design Engineering	Construction Engineering
Feasibility Studies	Roadway/Stormwater Improvements	Construction Observation
Public Involvement	Lighting Evaluation & Design	Public Relations/Coordination
Intersection Design Studies	Development Plan Review	Erosion and Sediment Control
Federal-Aid Documentation/Reports	ADA-Compliant Design and Planning	Construction Layout/Verification
Grant Applications & Assistance	Pavement Evaluation/Maintenance	Documentation/ICORS/eFieldReporting

Structural Engineering	Traffic Engineering	Land Surveying and Acquisition
Bridge and Retaining Wall Rating	Traffic Signal/Interconect Design	Topographic/Route/Boundary Surveys
Evaluation and Planning	Optimization/Re-Optimization	Right-of-Way Surveys and Plats
Structure Design	Signal Coordination and Timing	ALTA/NSPS Land Title Surveys
Building Structure Forensics	Temporary Signal Timings	Drone Surveys
Reservoir/Elevated Tank Inspections	Traffic/Speed/Safety Studies	Appraisals and Negotiations

GIS Services	Environmental Services	Water/Wastewater
Asset Management	NPDES Documentation	Ground/Surface Water Source Design
Utility Mapping	Native Area Management	Treatment Plant/Collection Systems
System Modeling	Wetland Delineations/Permitting	Hydraulic Distribution Modeling
Database Design	Green Infrastructure Design/Build	Telemetry & Control System Design
Training	CCDD, Air, and Noise Analysis	Pump and Lift Stations

Signalized Intersection/Federal Funding Understanding and Experience

HLR provides a strong background in the design and functionality improvement of traffic signals. Our experienced staff of designers, led by Jeff Meindl, PE (over 20 years of IDOT District One traffic signal design experience), is able to effectively take your traffic signal improvements for concept to reality. Our team has extensive experience coordinating with IDOT on traffic signal projects and understands what is expected to ensure a smooth review process. In addition, at his previous employer, **Jeff Meindl, PE, designed and sealed the concept plans that form the basis for the proposed improvements included in this project. As a result, he has a detailed understanding of the desired pedestrian LED upgrades desired by the Village.**

HLR also has staff that works with Traffic Signal Coordination and Timing (SCAT) for systems throughout the State of Illinois. They modify signal timing based on changes in traffic patterns, construction, or other events. They even develop adaptive traffic control plans to make the systems flexible during peak hours of the day. Our staff is also able to analyze traffic signal systems for input failure (i.e. broken loops or detectors) that are needed to ensure proper functions. They coordinate directly with contractors and local agencies to ensure proper maintenance.

HLR's construction engineering team has provided observation and documentation services for many traffic signal and interconnect installation/modification projects along with pedestrian upgrades throughout northern Illinois. More information regarding the proposed staff's relevant work experience and HLR's similar projects can be found in Sections II and IV, respectively.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Willis of Illinois, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 372305191 USA

CONTACT NAME:
PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378
E-MAIL ADDRESS: certificates@willis.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Charter Oak Fire Insurance Company	25615
INSURER B: Travelers Indemnity Company	25658
INSURER C: Phoenix Insurance Company	25623
INSURER D: Continental Casualty Company	20443
INSURER E:	
INSURER F:	

INSURED
Hampton Lenzini & Renwick Inc.
Mr. David Hinkston
380 Shepard Dr
Elgin, IL 601237010

COVERAGES **CERTIFICATE NUMBER:** W1781098 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	Y		680005H19872A	12/09/2016	12/09/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			CUP5C174896	12/09/2016	12/09/2017	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N No (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB7924Y248	12/09/2016	12/09/2017	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	Professional Liability			AEH591882325	12/09/2016	12/09/2017	Per Claim Aggregate	$3,000,000 $5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured - General Liability is included as required by written contract.

CERTIFICATE HOLDER

Sample
For Insurance Verification

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SR ID: 13741352 BATCH: Batch #: 269515

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/31/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh Sponsored Programs
a division of Marsh USA Inc.
PO Box 14404
Des Moines, IA 50306-9686

CONTACT NAME:
PHONE (A/C, No, Ext): 1-877-320-9393 FAX (A/C, No): 515-365-0895
E-MAIL ADDRESS: riskmanagement@marshpm.com Vendor ID: 31459

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Old Republic Insurance Company	24147
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
HAMPTON, LENZINI & RENWICK, INC.
380 SHEPARD DRIVE
ELGIN, IL 60123-7010

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE	$
	OTHER:						PRODUCTS - COMP/OP AGG	$
								$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS ☐ SCHEDULED AUTOS		X	L122921-16	11/30/2016	11/30/2017	BODILY INJURY (Per accident)	$
	HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) GPBR: 1P60

Policy provides protection for any & all operations/jobs performed by the named insured where required by written contract. Certificate holder is an Additional Insured where required by written contract. Waiver of Subrogation included where required by written contract. Insurance is primary and non-contributory.

CERTIFICATE HOLDER

Proof of Insurance

380 Shepard Drive
Elgin, IL 60123

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Organization Chart

At HLR, we assign staff to a project based on their prior experience and technical expertise in the scope of work anticipated. Once assigned to a particular project, he/she will be involved from beginning to end. Below we have included an organization chart indicating staff and their areas of involvement.

Anticipated Team Member Responsibilities

- **Design Project Manager/Principal-in-Charge:** Design agreement preparation, invoicing, staffing, design quality assurance, outreach/stakeholder assistance, and schedule/budget monitoring.
- **Design Project Engineer:** Design of the improvements, plan/specification/bid document preparation, lead necessary meetings with stakeholders during the design phase, and on-call assistance during construction, if necessary.
- **Design Engineer:** Assistance with design of improvements and consultation regarding traffic signal and PED crossing modification impacts to existing intersections.
- **Construction Engineering Manager:** Constructibility review of design, construction agreement preparation, invoicing, staffing, construction quality assurance, community outreach/stakeholder assistance, and schedule/budget monitoring.
- **Resident Engineer:** Full-time onsite observation, IDOT/ICORS documentation, punchlist inspection, closeout, communication with impacted stakeholders, and lead any progress meetings as necessary (no inspectors will be utilized).

In the tables below and in the following pages, we have provided information regarding our proposed team members' similar project experience including size of the project, role of the individual, areas of responsibility, and level of involvement/time assigned.

Randy Newkirk, PE, CFM – Design Project Manager/Principal-in-Charge

PROJECT Client *- Description*	ROLE	RESPONSIBILITIES						SIZE	INVOLVEMENT
	Project Manager	Client Coordination	Permitting Coordination	Ensure Staff Availability	Agreement/ Invoicing	Bidding Assistance	Review / QA-QC	Construction Estimate	Time (hours) Assigned
127th Street Bike Path Village of Plainfield *- Traffic signal modification for PED push button* *- Local signal and local permitting*	●	●	●	●	●	●	●	$210,000	36
Busse Woods Bike Path Crossing Elk Grove Village *- Traffic signal modification (3) for PED push button* *- IDOT/CCDoTH permitting*	●	●	●	●	●	●	●	$500,000	84 (on-going)
IL 72 at Galvin City of Elgin *- New traffic signal on State Route* *- IDOT permitting*	●	●	●	●	●	●	●	$350,000	37 (on-going)
Longmeadow Parkway (Randall Rd. / Huntley Rd.) Kane County Division of Transportation *- New traffic signal installation* *- Federal funding*	●	●	●	●	●	●	●	$19,000,000	804
U.S. 14 at Wilke Rd. Village of Arlington Heights *- Traffic signal upgrade at railroad* *- Federal funding*	●	●	●	●	●	●	●	$2,264,762	49
McLean Blvd. at Big Timber Rd. City of Elgin *- Traffic signal upgrade at railroad* *- Federal funding*	●	●	●	●	●	●	●	$800,000	34 (on-going)

Jeff Meindl, PE – Design Project Engineer

PROJECT Client - *Description*	ROLE Project Engineer	RESPONSIBILITIES Signal/Equip. Design	Interconnect Design	Plan/Spec/ Bid Prep	Signal Timing	Jurisdictional Permitting	Client Coordination	SIZE Construction Estimate	INVOLVEMENT Time (hours) Assigned
127th Street Bike Path Village of Plainfield - *Traffic signal modification for PED push button* - *Local signal and local permitting*	●	●	●	●	●	●	●	$210,000	188
Busse Woods Bike Path Crossing Elk Grove Village - *Traffic signal modification (3) for PED push button* - *IDOT/CCDoTH permitting*	●	●	●	●	●	●	●	$500,000	112 (on-going)
IL 72 at Galvin City of Elgin - *New traffic signal on State Route* - *IDOT permitting*	●	●	●	●	●	●	●	$350,000	168 (on-going)
Longmeadow Parkway (Randall Rd. / Huntley Rd.) Kane County Division of Transportation - *New traffic signal installation* - *Federal funding*	●	●	●	●	●	●	●	$19,000,000	383
McLean Blvd. at Big Timber Rd. City of Elgin - *Traffic signal upgrade at railroad* - *Federal funding*	●	●	●	●	●	●	●	$800,000	37 (on-going)
Orchard Rd. at Galena Road and Caterpillar Dr. Kendall County Division of Transportation - *PED signal improvement at Caterpillar intersection* - *Traffic signal modification for additional turn lane*	●	●	●	●	●	●	●	$281,000	248
Kimball St. EVP Improvement City of Elgin - *Emergency vehicle preemption for five signals* - *Local funding*	●	●		●	●	●	●	$56,000	34

Brien Funk, PE, PTOE – Design Engineer

PROJECT Client - *Description*	ROLE Design Engineer	RESPONSIBILITIES Signal Design	Interconnect Design	Signal Coordination	Signal Timing	Signal Maintenance	Client Coordination	SIZE Construction Estimate	INVOLVEMENT Time (hours) Assigned
U.S. 14 at Wilke Rd. Village of Arlington Heights - *Traffic signal upgrade at railroad* - *Federal funding*	●	●	●	●	●	●	●	$2,264,762	36
Elgin Signal Maintenance City of Elgin - *Signal maintenance and design* - *Local funding*	●	●	●	●	●	●	●	Various	6 (on-going)
Dempster Street Signal Improvements City of Evanston - *Traffic signal modernization for four intersections* - *Accessible pedestrian signal upgrades*	●	●	●	●	●	●	●	$1,079,295	875
IL 126 at Wallin Drive and Van Dyke Road Village of Plainfield - *Traffic signal installation and modifications* - *New pedestrian crossings*	●	●	●	●	●	●	●	$496,000	125
IL 23 at Fairview Drive City of DeKalb - *Pedestrian signal modernization* - *Bike path crossing*	●	●	●	●	●	●	●	$10,300	18
KDOT Traffic Signal Operation and Maintenance Kane County Division of Transportation - *Signal maintenance, monitoring, and design* - *Local funding*	●	●	●	●	●	●	●	Various	345

Scott Rodseth, PE – Construction Engineering Manager

PROJECT Client - *Description*	ROLE	RESPONSIBILITIES						SIZE	INVOLVEMENT
	Construction Manager	Agreement Preparation	Construction Observation	Stakeholder Coordination	Construction QA	Closeout Reviews	IDOT Coordination	Construction Estimate	Time (hours) Assigned
U.S. 14 at Wilke Rd. Village of Arlington Heights - *Traffic signal upgrade at railroad* - *Federal funding*	●	●	●	●	●	●	●	$2,264,762	70 (on-going)
Centralized Traffic Management System City of Naperville - *Interconnect and traffic signal modifications* - *Federal funding*	●	●	●	●	●	●	●	$1,112,599	89 (on-going)
Dempster Street Signal Improvements City of Evanston - *Traffic signal modernization for four intersections* - *Accessible pedestrian signal upgrades*	●	●	●	●	●	●	●	$1,079,295	154
Central Signal System Upgrades DuPage County Division of Transportation - *Interconnection of 65 signals* - *Federal funding*	●	●	●	●	●	●	●	$1,332,276	74
Midlothian Rd. and Keith Mione Dr. Traffic Signals Village of Mundelein - *Traffic and PED signal installation* - *Local funding*	●	●	●	●	●	●	●	$318,443	42
Dodge Avenue Bike Lane Improvements City of Evanston - *1.5 miles of bike lane upgrades* - *Federal funding*	●	●	●	●	●	●	●	$364,724	17

James Chambers, PE, CPII – Resident Engineer

PROJECT Client - *Description*	ROLE	RESPONSIBILITIES						SIZE	INVOLVEMENT
	Resident or Construction Engineer	Construction Observation	Stakeholder Coordination	Punchlist/ Final Insp.	Status Meetings	Closeout	IDOT Coordination	Construction Estimate	Time (hours) Assigned
U.S. 20 and McLean Blvd. Interchange Illinois Department of Transportation - *Roadway and interchange reconstruction* - *New traffic signals*	●	●	●	●	●	●	●	$45,000,000	1,692 (on-going)
Dodge Avenue Bike Lane Improvements City of Evanston - *1.5 miles of bike lane upgrades* - *Federal funding*	●	●	●	●	●	●	●	$364,724	257
Port Clinton Rd. Bridge Rehabilitation Village of Vernon Hills - *Bridge repairs and rehabilitation* - *Local funding*	●	●	●	●	●	●		$86,500	50
L.A. Representative Subdivision Inspections Village of Bartlett and City of Woodstock - *Subdivision construction (grading, utilities, roads)* - *Private funding*	●	●	●	●	●	●		Various	215
City Wide Street Repair Program City of Rockford - *Patching, HMA resurfacing, PCC improvements* - *MFT funding*	●	●	●	●	●	●	●	*	*
Street Improvements Program City of Byron - *Resurfacing/rehabilitation of local streets* - *MFT funding*	●	●	●	●	●	●	●	*	*

* *Project completed while at previous employer*

SECTION IV: SIMILAR PROJECT EXPERIENCE

From major-scale engineering projects to modifications and upgrades, HLR is known for delivering improved solutions that create better-functioning communities and a healthier environment. We have included information on similar projects below.

127th Street Bike Path – Village of Plainfield

Design of plans and bid documents to construct multiuse path gaps to create cohesive and comprehensive pedestrian friendly facility. One of the gaps included the design of a path crossing 127th Street at an existing intersection. The existing traffic signal was modified with pedestrian push buttons and pedestrian signals. Construction observation will be performed to ensure adherence to the contract.

Contract Cost: $210,000 *Design Engineering Cost: $42,000*

Mr. Randy Jessen
14400 Coil Plus Drive
Plainfield, IL 60544
815-230-2030
rjessen@goplainfield.com

Dempster Street Traffic Signal Improvements – City of Evanston

The project consisted of the design of four traffic signal modernization improvements, including interconnect, along Dempster Street. ADA compliance, utility conflict avoidance, and maintenance of traffic were essential to the project.

Contract Cost: $1,079,295 *Design/Construction Engineering Cost: $207,183.20*

Mr. Rajeev Dahal
2100 Ridge Avenue
Evanston, IL 60201
847-866-2950
rdahal@cityofevanston.org

Busse Woods Bike Path – Elk Grove Village

Design of plans and bid documents for three bike path crossings of Arlington Heights Road throughout Elk Grove Village. The plans included modification to existing traffic signals with the installation of pedestrian push buttons and pedestrian signals to ensure a safe crossing of the busy roadway.

Contract Cost: $510,000 *Design Engineering Cost: $102,000*

Mr. Ron Raphael
901 Wellington Avenue, Elk Grove Village, IL 60007
847-357-4234
rraphael@elkgrove.org

Kimball Street EVP Improvement – City of Elgin

HLR was contracted to upgrade five existing traffic signals along Kimball Street in downtown Elgin with Emergency Vehicle Preemption (EVP) to allow for a local fire station to reduce time responding to emergencies. Plans and bid documents were developed for the City to secure a contractor for the construction services.

Contract Cost: $56,000 *Design Engineering Cost: $15,000*

Mr. Richard Hoke
150 Dexter Ct,
Elgin, IL 60120
847.931.5650
HOKE_R@cityofelgin.org

Orchard Road at Caterpillar Drive – Kendall County Highway Department

HLR developed plans and bid documents for the pedestrian upgrade to the existing traffic signal. Pedestrian push buttons and pedestrian signals were installed to increase safety for those using the area.

Contract Cost: $210,000 *Design Engineering Cost: $46,000*

Mr. Fran Klass
6780 S. IL Route 47
Yorkville, IL 60560
630-553-7616
fklaas@co.kendall.il.us

U.S. Route 14 and Wilke Road – Village of Arlington Heights

HLR provided Phase I and II services for the intersection improvement which requires the installation of new turn lanes, updated traffic signals, and a multi-use path along Wilke Road. HLR has prepared Phase II plans, specifications, and estimates. We are currently providing Phase III services.

Contract Cost: $2,264,762 *Design/Construction Engineering Cost: $525,680*

Mrs. Nanci Julius, PE
33 S Arlington Heights Road
Arlington Heights, IL 60005
847-368-5250
njulius@vah.com

HLR prides itself on customer service and does not pursue work that we cannot complete in a timely and efficient manner. Our current and future workload will neither interfere with nor limit us from providing the Village with the time and attention that is required for this project.

We commit that personnel named in this proposal will be available throughout the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the company.

If selected for this contract, all staff members will be available to work on the improvements immediately and will complete them within the required timeframe. If the project schedule or scope of work changes, HLR has additional staff and resources available to accommodate the project. We are committed to making this project a success.

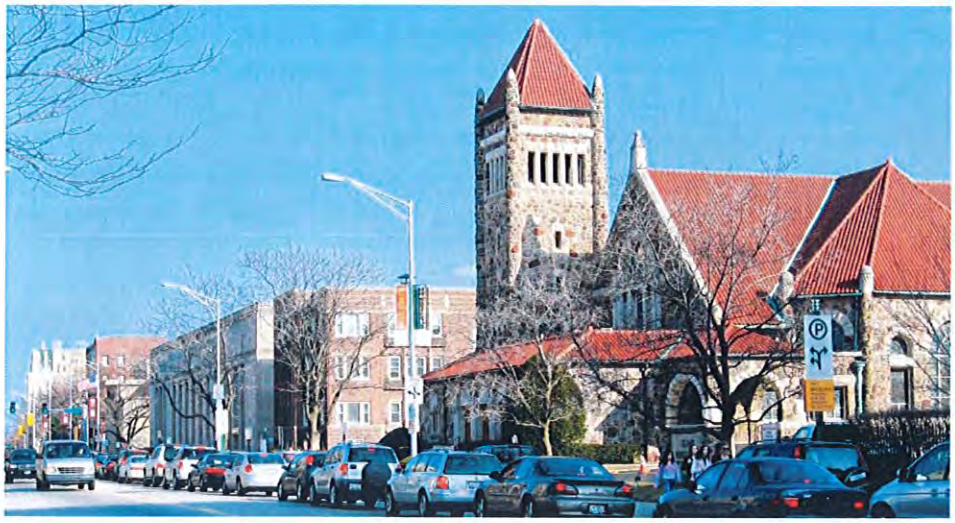
SECTION VI: SCHEDULE OF HOURLY RATES

The following tables list HLR's 2017 rates for each job classification. These rates would be utilized if the Village requests services beyond the original scope of the improvements. Printing and reproduction costs are included in the hourly rate provided below. Mileage for additional tasks will be reimbursed at the federal rate (currently $0.535/mile).

Please note that because of the inclusion of federal-funding in this project, the fee calculated in Section VIII does not utilize the hourly rates below. It is calculated based on average hourly rates as required by IDOT.

Employee Classification	2017 Hourly Rate
Principal	$208.00
Engineer 6	$160.00
Engineer 5	$150.00
Engineer 4	$130.00
Engineer 3	$118.00
Engineer 2	$108.00
Engineer 1	$85.00
Structural 2	$170.00
Structural 1	$128.00
Technician 3	$109.00
Technician 2	$88.00
Technician 1	$68.00
Intern/Temporary	$51.00
Land Acquisition	$117.00
Survey 2	$118.00
Survey 1	$91.00
Environmental 2	$119.00
Environmental 1	$55.00
Administration 2	$117
Administration 1	$63

HLR has read through the Request for Proposals (RFP) and all supporting files. We do not have any objections to the terms and conditions outlined in those documents.



Randy Newkirk, PE, CFM, will serve as the primary contact for this project. He will be responsible for oversight of the project and team, assign resources, and monitor budget and schedule.

The Village of Oak Park is committed to the health and safety of its citizens. With that in mind, the Village secured Safe Routes to School (SRTS) funding to replace old pedestrian signals with the new countdown style to provided additional safety for residents.

To accomplish this, 26 traffic signals throughout the Village were identified for upgrade. The proposed traffic signal improvements and modernizations are to be similar to plans designed by HLR Design Engineer, Jeff Meindl, for the Illinois Department of Transportation. Existing conduits and wiring will be used to the greatest extent possible. Reviewing the existing traffic signal cabinets and layout will help to ensure that the modernization process is carried out smoothly. Updates to controllers or other equipment necessary to provide a system that works cohesively will be included in the bid documents as agreed upon by the Village.

HLR will prepare plans and bid documents for the traffic signal modifications that will replace existing "walk/don't walk" signals with the "walk/don't walk" with a countdown signals. Construction observation and Construction will utilize Safe Routes to School (SRTS) funding. Since federal funding is to be used with this project, IDOT will be involved in the review and implementation of the project. It is our understanding the Village of Oak Park has requested that this be part of a local letting and that IDOT is in concurrence.

The design phase of the project will include a review of the existing traffic signals that are scheduled to be updated, design of equipment upgrades necessary to install the countdown pedestrian signal, and plan preparation necessary for successful implementation by the selected contractor. HLR anticipates that the signal modifications will include new pedestrian signal heads, new cable, controller modifications, updated pedestrian push buttons, and potentially new conduit.

Construction observation will be in accordance with IDOT methodology for a federal aid project. This will include Inspector Daily Reports, diary, MISTICS, ICORS, material certifications, punch-list, and all necessary coordination.

HLR is ready and capable of delivering the anticipated scope of services for the proposed pedestrian and traffic signal upgrades and would like the opportunity to work with Village staff on this important project. Below and in the following pages, we continue to detail our understanding of the project, approach, and provide qualifications of the firm and our proposed team.

Critical Project Components

Based on our initial review of the improvements and our experience on similar projects, the following items will be important to consider during design and construction of the signal improvements:

- **Expedited Schedule**
  The schedule presented in the RFP is fairly aggressive based on Pre-Final and Final reviews needed by IDOT. We anticipate that the duration of reviews and the time necessary to respond to the comments provided will account for approximately two months of the schedule. This leaves approximately two months to perform the field review and prepare plans and bid documents. While this is a quick turnaround, HLR has the staff available to perform the work necessary to deliver on time for the late July plans and specifications available for pickup date.

- **Local Letting**
  The RFP indicates a local letting on August 17, 2017. A local letting will expedite the time to go from design to construction. From previous experience, IDOT is sometimes reluctant to allow local letting for projects similar to this. If the Village has not received concurrence for the local letting, HLR can assist with communications with IDOT to see if they will be willing to allow this.

- **Traffic Control and Public Safety**
  While the installation of the new pedestrian signals is underway there will be short duration of time between removing the existing signal and installing the proposed signals. It is still likely that pedestrians will want to cross the street during that timeframe. HLR staff will work with the contractor to ensure that pedestrians can still safely cross the street. The need to get pedestrians safely across the street will be stressed at the pre-construction meeting and during the status meeting during construction.

  Temporary lane closures may also be needed during construction. We will coordinate with the Village Public Works Department, first responders, and adjacent business to make them aware of the nature of construction and anticipated duration of the temporary lane closure.

Project Approach

HLR will work as an extension of Village staff throughout the duration of the project. This will entail a thorough understanding of the Village's goals, taking budget and schedule into consideration, and making an in-depth analysis of the community's needs and environmental constraints affecting design and construction. To work as an extension of your staff, delivering projects safely and to the highest quality to your residents, HLR's engineers implement the following quality assurance focused approach:

Communication: Effective communication and coordination with all stakeholders on a project is where HLR shines. Whether it's a kick-off meeting with the Village or personal conversations with residents during the replacement of the pedestrian signals, our staff will make distribution of information a priority at all times. We will supply Oak Park staff with regular design status and milestone updates via e-mail, phone, or project reports (as desired). Our proposed Resident Engineer (James Chambers, 224-645-5552) will be available 24/7 to answer questions regarding the project. He will make individual contact with project stakeholders including, but not limited to, Oak Park Public Works, fire and police departments, School Districts, and local residents.

Constructibility: Our Quality Control and Quality Assurance (QC/QA) Program will be a key component in the successful delivery of the design and construction of these improvements. This process eliminates errors and omissions, emphasizes collaboration, limits repeated work, and reduces comments/plan changes. The Project Manager and designated Quality Assurance Engineer will review all project calculations, drawings, and specifications at scheduled intervals throughout the design process to ensure that the project does not contain busts in quantities, errors in calculations, and adheres to applicable standards.

This will include a detailed constructibility review by our proposed Quality Assurance Engineer, Al Stott, who has over 35 years of design experience. He specializes in municipal design and construction projects, giving him the ability to find mistakes and propose alternative construction methods that will save the Village time and money. QA checks will also occur during construction by our Construction Manager. In addition, our Resident Engineer, will implement a collaborative approach to construction scheduling and operations while maintaining a positive relationship with the contractor. This allows for a "headache-free" construction process, benefiting all involved parties.

We routinely perform the following tasks to help ensure that the improvements are able to be designed and constructed in a timely manner and to the highest quality:

- Pre-design and construction site visits
- Weekly project budget tracking
- Milestone submittal QA checks
- Detailed review of the plans
- Quantity takeoffs
- Thorough implementation of Village comments
- Material/equipment staging location planning

Closing: "Constant Closing" through all stages of a project is very important. During the design stage this involves the detailed organization and tracking of plan submittals, correspondence logs, design calculations, project files, and survey records. It is important to have a system in place from the start of the improvements so that the project team can easily collaborate during the design process and make quick plan revisions once comments are received.

Our Resident Engineer will organize all applicable documents and set up job boxes during the pre-construction phase to allow for proper filing throughout the duration of construction. This will limit the amount of time required at the end of the project to track down necessary forms/tickets/calculations, saving you on engineering fees.

Scope of Services

HLR can perform all the services outlined in the Request for Proposal (RFP). We look forward to working with Village staff to fine-tune this approach and meet the exact needs of the project. If the project schedule or scope of work changes, HLR has additional staff and resources available to ensure that design and construction are still completed on-time. We anticipate the following steps needed to complete this project on-time, within budget, and with the least impact to residents:

1

Kick-Off Meeting

HLR will participate in a kick-off meeting with the Village/IDOT to discuss desired outcomes, potential issues, and schedule.

2

Field Review

Our team will review the existing intersection design schematics with actual field conditions. Any modifications will be noted and incorporated in the plans. During the field visit, HLR staff will note any other information that will be necessary for successful implementation of the traffic signal modification project.

3

Plans/Bid Documents

HLR will prepare plan and bid documents in accordance with requirements of the Bureau of Local Roads and all necessary conditions of the funding. A local letting date of August 17, 2017 will be targeted, and the Pre-Final and Final Plans with Bid Documents will be transmitted to IDOT and the Village for review and comment prior to having the plans and bid documents available for contractors to pick up at the Village. The following plan sheets will be produced by HLR and included in the set:

- Cover Sheet
- General Notes
- Summary of Quantities
- Schedule of Quantities
- Traffic Signal Plans
- Special Details
- Standard Details

4

Quality Assurance

HLR will perform necessary Quality Assurance/Quality Control (QA/QC) throughout the project. QA/QC will be performed by a senior member to ensure that there are no errors and that project goals are met. This is an important step, since many mistakes can be eliminated before field changes, schedule impacts, and material/cost overruns occur.

5

Final Plan Delivery

HLR will deliver the plans/specifications and bid documents, on time, to Village for the local letting.

6

Pre-Construction Services

Public Relations and Coordination: 24-hour contact information for HLR's Resident Engineer will be provided to stakeholders to voice their concerns during construction. All project contact will be logged and regularly forwarded to the Village. HLR will utilize pre-task meetings, follow-up correspondence, phone calls, and e-blasts, as necessary, to keep all parties informed and prevent construction-related issues. We can also update project websites if requested.

Pre-Construction Meeting: HLR will attend and contribute to the IDOT led pre-construction meeting prior to the start of improvements due to federal funding. Discussion topics will include safety and maintenance of traffic plans, erosion control procedures, goals, potential conflicts/issues, payment estimate/change order procedures, and schedule.

7

Construction Services

Project Setup: HLR will organize all project files and perform shop drawing review. Our team will review the contractor's proposed schedule and coordinate with IDOT to get the BDE 725 Traffic Control Authorization Request Form, BC 260A Subcontractor Approval Form, IEPA CCDD Permit #662/#663 (as needed), and Health and Safety Plan for Contaminated Soils (as needed) approved.

Resident Engineering: HLR will provide full-time, on-site resident engineering and inspection services to verify that the improvements are constructed, recorded, and quantified in accordance with the IDOT Project Procedures Guide, IDOT Construction Manual, project standards, Oak Park requirements, engineering plans, and construction documents. This will include the rejection and non-payment of any work that is deficient or unsatisfactory, liaison functions, and coordination with all stakeholders.

Documentation: Daily records of contractor activities in the desired Village format, Inspector Daily Reports, Weekly Reports, and Pay Estimates will be maintained throughout the duration of construction. Both ICORS and MISTIC will be utilized to electronically track the improvements. Prior Authorization forms will be submitted to IDOT for any/all work that is encountered that requires budget changes. In addition, BC-635 Extra Work Daily Report forms will be utilized to track any work that does not have an Agreed Unit Price. All documentation will be prepared by staff that is trained in IDOT's Documentation of Contract Quantities (Class S-14) and ICORS.

Progress Meetings/Schedule Coordination: Our team will conduct progress meetings to discuss project status and look-ahead schedules. If it is determined that the contractor has deviated from the approved project schedule, they will be directed to resubmit a "catch-up" schedule to ensure that the project completion date is not compromised. This will help eliminate frustration caused by an absentee contractor on good-weather working days.

Project QA/Administration: Our Construction Engineering Manager will review documentation monthly to ensure accuracy and completeness. He will also develop, coordinate, and continually update project and manpower scheduling through project milestones and status reviews while evaluating project costs/quantities. This will include proper and timely invoicing for construction engineering services.

8

Post-Construction Services

Final Inspection: HLR will present a punch list to the contractor with items that require correction. We will constantly follow-up until all issues have been remedied. After correction, we will perform the final inspection with the contractor and Village to ensure all stakeholders are satisfied with the completed work. Recommendation of final acceptance will occur only after all deficient items have been fixed.

As-Built Drawings: We will prepare final as-built drawings that have all changes and additions tagged by clouds and/or similar easy-to-see markings in red ink.

Final Agreement to Quantities: The Resident Engineer will agree to quantities with the contractor on a daily, weekly, and monthly basis. Doing so will eliminate disputes with the contractor during the final pay item measurement and quantity agreement.

Documentation Submittal: Our team will submit final pay estimates and change orders. In addition, we will assemble, organize, and turn in all project files, records, quantities, etc. per IDOT and federal-funding standards and Village requirements. This includes continued coordination with City, IDOT, and MISTIC representatives until final job box acceptance.

Anticipated Schedule

HLR anticipates that we can meet the deadline outlined in the Request for Proposal for a local letting. If a local letting is unattainable, the project schedule will need to be adjusted accordingly. In order to get the necessary review by City Staff and IDOT, HLR proposes to submit on the following dates:

- Pre-Final Submittal – April 28, 2017
- Final Submittal – June 26, 2017

HLR will provide Phase II and Phase III engineering services in accordance with the scope of services included in the Request for Proposal (RFP) and the issued addendum, on a cost plus fixed fee, not-to-exceed basis.

We have provided three hard copies of our detailed cost proposal in a separate sealed envelope labeled: RFP#17-100 Professional Engineering Services Compensation Schedule RFP#17-100 Professional Engineering Services for Design and Construction Engineering (Phase II & III) for the Installation of LED Countdown Pedestrian Signals and Traffic Controller Upgrades at Various Locations in Oak Park.

Deliverable Expectation Document

LED Countdown Pedestrian Signals and Traffic Controller Upgrades

March 2, 2017

Office of the Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

RE: LED Countdown Pedestrian Signals and Traffic Controller Upgrades – Design and Construction Engineering Services

Services Provided

The following Phase II/III services will be provided and delivered throughout the course of the improvements:

Design Meetings

- Provide design preparation for all meetings.
- Coordinate and attend project kick-off meeting with the Village of Oak Park Engineering Division to review project intent.
- Coordinate and attend IDOT kick-off meeting for project.

Field Review

- Review existing intersection design schematics with actual field conditions (and incorporate differences into plans).
- Review project site's compliance with Village's complete streets policy and submit Complete Streets Checklist for each location.

Design Engineering

- Prepare detailed plans and specifications meeting IDOT and Village of Oak Park requirements.
- Submit pre-final and final contract plans and specifications to IDOT and the Village of Oak Park for review.
- Prepare estimate of probable cost, lump sum breakdowns, and estimate of time required by IDOT.
- Perform Quality Assurance/Quality Control throughout the project.

Bidding Assistance

- Target a letting date of August 17, 2017, as shown in the tentative schedule in the Request for Proposal.
- Issue any construction contract addendums as needed.
- Prepare bid tabulations and recommend construction contract award.
- Submit copies of project plans and specifications and CAD design files to the Village of Oak Park.

Construction Communication Services

- Coordinate improvements with local schools, businesses, residents, and pedestrians.
- Coordinate the work with Village of Oak Park traffic and engineering staff.
- Draft and prepare construction notification letters and stuff envelopes for distribution.
- Provide weekly construction status updates to the Village of Oak Park.
- Effectively communicate with the residents and other stakeholders affected by the project.
- Provide 24-hour emergency contact information for the Resident Engineer to handle all resident inquiries and complaints.

Pre-Construction Services

- Pre-Construction Meetings
  - IDOT: Attend and contribute to the IDOT-led pre-construction meeting, if necessary. Attend any/all other IDOT scheduled meetings.
  - Village of Oak Park: Schedule, lead, and prepare minutes for pre-construction meeting at Oak Park Public Works. Notify affected Village departments/divisions, including police, fire, and utility agencies, of time and place of meeting.
- Review plans and specifications.
- Setup project according to IDOT/ICORS documentation requirements.

Construction Services

- Follow IDOT documentation procedures, complete all records in ICORS per IDOT requirements, and complete documentation in a timely manner.
- Organize and lead required project meetings and organize a monthly meeting with Village staff.
- Full-time construction observation by a Resident Engineer.
- Inspect all construction warning signs and devices.
- Provide all necessary IDOT reports, such as the Weekly Report of Resident and all traffic control inspection reports.
- Maintain a project diary and daily inspection log per IDOT requirements.
- Submit monthly pay estimates.
- Keep track of all quantities related to each pay item.
- Submit prior approval authorizations and change orders to IDOT and track extra work, as needed.

Post-Construction Services

- Verify final measurements/quantities with contractor.
- Develop a final punchlist and verify satisfactory completion.
- Provide final project accounting/documentation.
- Provide as-built drawings in electronic format (CAD and PDF).
- Conduct final inspection with Village representatives and IDOT, as required.
- Process final payment.
- Close all permits.
- Close out project with IDOT and submit all paperwork, as required. Submit job box to the Village of Oak Park and IDOT, as required.

Schedule

Task	Date
Service Start Date	March 27, 2017
Kick-off Meeting with IDOT and Village	Week of April 3, 2017
Field Review of Traffic Signals including Checklist Start	Week of April 3, 2017
Design Services Start	April 10, 2017
Submit Pre-Final Plans and Bid Documents to Village and IDOT for Review	April 28, 2017
Begin Preparation of the Disposition to Comment and Revise Plans and Bid Document	May 22, 2017
Submit Final Plans and Bid Documents to the Village and IDOT for Review and Acceptance	June 26, 2017
Plans and Bid Documents Available for Pickup	July 27, 2017
Local Letting	August 17, 2017
Pre-Construction Meeting	Beginning of October 2017
Beginning of Construction	Mid October 2017
Construction Complete	Spring 2018
Project Close Out	Summer 2018